



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

March 22, 2019

#71-19

Department: Career Development Office
Position: Academic Case Manager (Non-Exempt)
Reports To: CDO Specialist
Salary: \$20.00 per hour

Job Summary:

The Academic Case Manager is responsible for monitoring the academic endeavors ensuring student are on track with their identified Program Degree of Study on file in their academic files and is responsible for compliance and understanding of the Career Development Policy and Procedures, CRIT Education Code, Free Application for Federal Student Aid (FAFSA) and Family Educational Rights and Privacy Act (FERPA). The Academic Case Manager will work closely with the student and their institute Academic Advisor to ensure that the student is on tract with their filed Academic Degree Plan of Study. Must have some knowledge of the surrounding area of the institutes and knowledge of their local resources to assist the student in event they need assistance. Works closely with the CDO Financial Academic Coordinator in regards to the Financial Aid Needs Analysis (FANA) to ensure that the financial needs of the student are covered during their years of study. The Coordinator tracks the student to ensure they may remain eligible for any federal assistance such as FAFSA and CRIT Education Code identified time frames with their degree level of funding. The Coordinator also documents in student files any assistance and guidance provided to the student. At times may have to complete secretarial duties, basic accounting.

Duties & Functions:

1. Monitors student's academic progress
2. Monitors and tracks student progress with identified Degree Plan, official transcripts, class schedules etc.
3. Works closely with the student in regards to accessing resources at their identified academic institute and surrounding resources of local area
4. Works closely with students who return during academic break to assist with employment opportunities that enhance their degree of study for hands on experience



5. Works closely with the institute's Academic Advisor in assisting the student through their identified Degree Plan
6. Ensures that all student's academic files are set up and in compliance with the funding agency requirements
7. Works closely with funding sources for contractual requirements are within scope
8. In absence of other staff, may at times be required to take on the responsibility of Financial Coordinator, Acting CDO Specialist, and at times general secretarial responsibilities
9. Transports at times for CDO
10. Assist in the professional appearance and maintenance of the upkeep and cleanliness of the office.
11. Adheres to FERPA confidentiality guidelines and furnishes all information based on these guidelines.
12. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
13. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.

Required Skills and Abilities:

1. Must be well organized, ability to multi-task and have proficient computer skills.
2. Must have strong Communication skills and ability to problem solve.
3. Must maintain professionalism with clients at all times.
4. Ability to work at times on a fast/short time frame and at times independently.
5. Working knowledge with EXCEL, Omni form, Word and Quicken, Power Point
6. Knowledge of computer software, ten key proficiency, ability to take notes and transcribe.
7. Must have strong skills with verbal discussion of ideas, ability to take and compile into a presentation, reports or letter format.
8. Must have strong verbal communication skills.
9. Ability to work as a team and at times work independently.
10. Ability to attend meetings both locally and out of town.
11. Ability to develop and maintain an academic recap to include trends and departmental history.

Education & Experience Requirements:

1. High School Diploma or equivalent GED is a minimum requirement
2. Associates Degree preferred but not required
3. Prior Case Management experience
4. Administrative experience required
5. Prior Front office experience and a good working rapport with the public
6. Must possess a current valid driver's license throughout employment.

Work environment:

Office is off site the main tribal complex, normal office conditions but the environment or pace of the demands for the office varies with deadlines from low to extremely heavy demanding with a short turn around window time of information being transmitted via phone, internet or in person or all at one time. Limited overnight travel may be required from time to time.

Physical demands:



Physically able to perform duties assigned. At times may require time spent keyboarding, reading and sitting for extended periods. Ability to lift and carry files that can weigh more than 10 lbs. Occasionally maybe required to work beyond the regular 8 hours shift. Must pass a federal state, city and tribal background check and pass a Pre-Employment drug screening.

Mental demands:

There are multiple deadlines associated with this position.

The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues and must have the ability to articulate all these forms of communication into the individual files for proper case management.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>



**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

